

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. A0002		3. EFFECTIVE DATE 05/20/2008		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY U.S. DOT/RITA/Volpe Center 55 Broadway, RTV-6D1 Cambridge MA 02142-1001		7. ADMINISTERED BY (If other than Item 6) U.S. DOT/RITA/Volpe Center 55 Broadway, RTV-6D1 Cambridge MA 02142-1001	
CODE		FACILITY CODE		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	
				9A. AMENDMENT OF SOLICITATION NO. DTRT57-08-R-20023	
				9B. DATED (SEE ITEM 11) 04/23/2008	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not. ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

(Continued on page 2)

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Elizabeth A. Segal	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

1. The purpose of this Amendment is to replace the Schedules contained in Section L; make changes to Attachment J.2, Labor Category Qualifications; and to provide responses to questions received in response to the solicitation.
2. Schedules 1 through 10 in the solicitation are deleted in their entirety and replaced with Schedules P-1 through P-10 for the Prime Offeror and Schedules S-1 through S-6 for Subcontractors. Please note there are no Cost-Plus-Award-Fee (CPAF) or Firm-Fixed-Price (FFP) schedules for subcontractors. There are two Cost-Plus-Fixed-Fee (CPFF) schedules, one for on-site hours and one for off-site hours.
3. The Schedule numbers identified throughout the solicitation are revised as follows:
  - a) Section H, subparagraph H.13 on page 41, delete "Schedule 5" from the last sentence in this paragraph and replace with "Schedule P-5."
  - b) Section L, subparagraph L.4.A, the third paragraph on page 66, delete "Schedule 5" and replace with "Schedule P-5."
  - c) Section L, subparagraph L.4.D, the first sentence under the 'Direct Labor' subheading on page 66, delete "Schedule 6" and replace with "Schedule P-6 (S-4 for Subcontractors)."
  - d) Section L, subparagraph L.4.D, the second paragraph under the 'Direct Labor' subheading on page 67, delete "Schedule 7" and replace with "Schedule P-7 (S-5 for Subcontractors)."
  - e) Section L, subparagraph L.4.D, the second paragraph under the 'Other Direct Costs' subheading on page 68, delete "Schedule 9" and replace with "Schedule P-9."
  - f) Section L, subparagraph L.4.D, the first paragraph under the 'Award Fee, Fixed Fee, and Profit' subheading on page 70, delete "Schedule 5" and replace with "Schedule P-5."
  - g) Section L, subparagraph L.4.D, the first paragraph under the 'Award Fee, Fixed Fee, and Profit' subheading on page 70, delete "Schedules 2, 3, and 4" and replace with "Schedules P-2, P-3, and P-4."
  - h) Section L, subparagraph L.4.D, the second paragraph under the 'Accounting System' subheading on page 70, delete "Schedule 1" and replace with "Schedule P-1 or S-1."
4. Section L, subparagraph L.2.D on page 61, delete the second and third sentences of this subparagraph and replace with the following:

"The labor rates used to price the labor cost must be similar to the labor rates for persons whose resumes are submitted. Schedules P-7 (for Primes) and S-5 (for Subcontractors) provide a comparison of the category rates used to calculate labor cost to the hourly rates for persons whose resumes are submitted."
5. Section L, subparagraph L.4.A, delete the fourth paragraph on page 65 and replace with the following:

"To facilitate Cost and Business Proposal preparation, one Checklist and set of Schedules is provided for the Prime Offeror, and a separate Checklist and set of Schedules is provided for Subcontractor use. The Checklists should be included in the proposal."

6. Section L, subparagraph L.4.A, delete the last sentence of the first paragraph on page 66 and replace with the following sentence:

“The 110,800 hours represent something less than the total estimated annual requirement.”

7. Section L, subparagraph L.4.D, delete the first paragraph of this section on page 66 and replace with the following:

“The Prime Offeror shall submit a signed Proposal Cover Sheet (Schedule P-1) and information other than cost and pricing data as set forth below. Summary data shall be placed on the Proposal Cover Sheet and Schedules P-2 through P-10 should support it. Subcontractors should submit the Proposal Cover Sheet (Schedule S-1) and Schedules S-2 through S-6 should support it. In addition, as discussed in Paragraph L.2.D, Offerors and subcontractors should ensure consistency between the Technical Proposal and the Cost and Business Proposal.”

8. Section L, subparagraph L.4.D, the second paragraph under the 'Indirect Rates' subheading on page 68, delete the first sentence beginning, "Offerors are required..." and insert the following:

“Offerors are required to provide a schedule of their indirect rates and explain the allocation bases (Schedule P-9 for Primes and S-6 for subcontractors.)”

9. Section L, subparagraph L.4.D, the second paragraph under the 'Subcontracts' subheading on page 69, delete the paragraph beginning "Offerors may propose..." and insert the following:

“Offerors may propose different subcontracting teams for the on-site and off-site effort. The value of the on-site effort for a subcontractor must be included in the Prime’s Schedule P-2. One half of the value of the off-site effort for a subcontractor should be included in the Prime’s Schedule P-3, and the other half of the value of the off-site effort for a subcontractor should be included in the Prime’s Schedule P-4.”

10. Section L, subparagraph L.4.D, the third paragraph under the 'Subcontracts' subheading on page 69, delete the following sentence in its entirety:

“Cost-Plus-Fixed-Fee subcontractors should provide information similar to Schedule 3.”

11. Attachment J.2, Labor Category Qualifications, is deleted in its entirety and replaced with the revised Attachment J.2, Labor Category Qualifications included as pages 4 through 6 of this Amendment.

12. The following attachment is provided with this modification:

*Attachment 1, DTRT57-08-R-20023 Questions and Answers*

13. Please acknowledge receipt of this Amendment with the submission of your proposal.

14. All other terms and conditions of the solicitation remain unchanged.

## ATTACHMENT J.2- LABOR CATEGORY QUALIFICATIONS

The following labor categories and definitions depict the types of personnel that will typically be required in support of ORA and Communications Task Orders. These categories are provided for ease in presenting staffing requirements and reporting.

### I. ANALYST

**Functions:** Performs research and analyses on transportation and logistics issues requiring general and specialized analytical techniques, data and business process research, expertise in database management systems, and understanding of transportation industry (public and private), transportation operations, and/or transportation/logistics issues. Performs studies, assessments, and documentation on transportation and logistics issues requiring techniques associated with the disciplines of economics, psychology, operations research, and mathematics/statistics.

Tasks generally involve issues of national importance and focus on one or more of the following: system performance and effectiveness; supply and demand forecasts; impact analysis and studies; socio-economic analysis; industry analysis; policy and regulatory development; strategic planning; project control; operations and maintenance assessment; cost and risk assessments and analysis; strategic and operational planning; capital investment needs; infrastructure and equipment management; metrics development; technology planning and evaluation; financial and information management; database structures and management; configuration management; system application prototyping and benchmarking; scheduling and estimation; structured analysis techniques; and critical technologies for planning and evaluation.

#### **Requirements:**

**Professional:** Master's degree (or equivalent\*) in one of the functional specialties and a minimum of ten years of experience in the specialty area. Qualifying experience must include a minimum of five years of intensive experience in a specialized transportation/logistics area as it relates to ORA and Communications work. For manager/supervisor positions, at least four (of the ten) years of experience must involve project management responsibilities for a large task or several small tasks involving complex transportation/logistics issues.

**Senior:** Bachelor's degree (or equivalent\*) in one of the functional specialties and a minimum of eight years of experience in the specialty area. Qualifying experience must include a minimum of five years of intensive experience involving project management responsibilities in a specialized transportation/logistics area as it relates to ORA and Communications work. For manager/supervisor positions, at least four (of the eight) years of experience must involve project management responsibilities for a large task or several small tasks involving complex transportation/logistics issues.

**Middle:** Bachelor's degree (or equivalent\*) in one of the functional specialties and a minimum of five years of experience in the specialty area. Qualifying experience must include a minimum of three years intensive experience in a specialized transportation/logistics area as it relates to ORA and Communications work.

**Junior:** Bachelor's degree (or equivalent\*) in one of the functional specialties related to ORA and Communications work.

## **II. SPECIALIST**

**Functions:** Develops, creates, and produces business and technical reports, brochures, and other publications and related materials on transportation projects and for the Center as a whole. Requires techniques associated with the disciplines of writing and editing, graphics, financial and information management, marketing and production; web design and development. Plans, schedules, and manages overall program of conference activity, including coordination of logistics requirements and integration of other required services.

Tasks generally involve or focus on one or more of the following: writing; editing; translation; writing for the web; and web design and development; scripting; graphic art design; desktop publishing; computer aided design and drafting; technical illustration; exhibits and display components; cost estimation; conference facility procurement; invitations and registrations; travel arrangement and processing; color printing and production; and binding and report distribution.

### **Requirements:**

**Professional:** Master's degree (or equivalent\*) in one of the functional specialties and a minimum of ten years of experience in the specialty area. Qualifying experience must include a minimum of five years of intensive experience in a specialized transportation/logistics area as it relates to ORA and Communications work. For manager/supervisor positions, at least four (of the ten) years of experience must involve project management responsibilities for a large task or several small tasks involving complex transportation/logistics issues.

**Senior:** Bachelor's degree (or equivalent\*) in one of the functional specialties and a minimum of eight years of experience in the specialty area. Qualifying experience must include a minimum of five years of intensive experience in a specialized transportation/logistics area as it relates to ORA and Communications work. For manager/supervisor positions, at least four (of the eight) years of experience must involve project management responsibilities for a large task or several small tasks involving complex transportation/logistics issues.

**Middle:** Bachelor's degree (or equivalent\*) in one of the functional specialties and a minimum of five years of experience in the specialty area. Qualifying experience must include a minimum of three years of experience in a specialized transportation/logistics area as it relates to ORA and Communications work.

**Junior:** Bachelor's degree (or equivalent\*) in one of the functional specialties related to ORA and Communications work.

### **III. ENGINEER**

**Functions:** Performs all phases of engineering support, including problem formulation/specification, system design, data collection, systems engineering and analysis, problem resolution, and documentation of results.

#### **Requirements:**

**Senior:** Bachelor's degree (or equivalent\*) in an engineering discipline and a minimum of eight years of progressively increasing responsibilities in directly related project areas. Experience must include five years of specialized engineering experience involving major project management responsibilities.

**Middle:** Bachelor's degree (or equivalent\*) in an engineering discipline and minimum of three years of progressively increasing responsibilities in directly related areas. Experience must include several phases typical of engineering support projects (e.g., problem formulation/specification, system design, data collection, systems design, engineering and analysis, and documentation of results).

**Junior:** Bachelor's degree (or equivalent\*), preferably in an engineering discipline closely related to ORA and Communications work. .

\* Equivalency Table Qualifications

Labor Category	Degree Only	Degree + Experience	Experience Only
Professional Analyst Professional Specialist	N/A	Ph.D. plus 7 years MA/MS plus 10 years BA/BS plus 12 years	15 years**
Senior Analyst Senior Specialist Senior Engineer	N/A	BA/BS plus 8 years MA/MS plus 6 years Ph.D. plus 3 years	11 years**
Middle Analyst Middle Specialist Middle Engineer	Ph.D.	BA/BS plus 5 years MA/MS plus 3 years	8 years**
Junior Analyst Junior Specialist Junior Engineer	BA/BS	N/A	4 years**

\*\*When experience only is substituted, approval of the Contracting Officer or designee is required. In addition, the Contractor may, on a case-by-case basis, offer to the CO a candidate with special or market-scarce skills/qualifications for consideration in any of the labor categories cited above.

## PRIME OFFEROR'S CHECKLIST FOR SCHEDULES

COST AND BUSINESS PROPOSAL CHECKLIST		
		Proposal Page Number
<b>Solicitation Documents</b>		
Schedule P-1: Proposal Cover Sheet		
Schedule P-2: Summary of Proposed Costs and Award Fee -On Site		
Schedule P-3: Summary of Proposed Costs and Fixed Fee - Off Site		
Schedule P-4: Summary of Proposed Costs and Profit - Off Site		
Schedule P-5: Establishment of Maximum Factors and Calculation of Proposed Amounts for Award Fee, Fixed Fee, and Profit		
Schedule P-6: Summary of Proposed Labor Cost for On Site and Off Site and Distribution of Off Site Labor Cost Between Cost-Plus-Fixed-Fee and Firm-Fixed-Price		
Schedule P-7: Labor Cost Realism Information		
Schedule P-8: Allocation of Labor Hours		
Schedule P-9: Indirect Rates and Factors		
Schedule P-10: Subcontract Information		
Supporting documentation for labor rates including current salary information, escalation to performance period, road mapping to Offeror categories including compliance with education and experience requirements in Attachment J.2 - Labor Category Qualifications		
Administrative staff labor hours including types of labor activities and rationale for the hours included.		
Information describing accounting treatment of administrative and clerical labor		
Statement concerning uncompensated overtime and additional information if proposed.		
Professional Compensation Plan		
Estimate and rationale for Offeror-estimated Other Direct Costs		
All supporting documentation for indirect rates including Government-site overhead rate		
Cost of Money supporting calculations, if proposed		
Evaluations of subcontractor proposals		
Factors for CO's consideration in weighted guidelines fee objective		
Contract Cost Control Plan		
Information on accounting system and evidence of approval		

NOTE: Offerors may modify the Schedules (font size, portrait or landscape orientation, etc.) provided all of the requested information is included and furnished in similar format.

**Schedule P-1**

PROPOSAL COVER SHEET				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER			
2a. NAME OF OFFEROR				3a. NAME OF OFFEROR'S POINT OF CONTACT			
2b. FIRST LINE ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT			
2c. STREET ADDRESS							
2d. CITY		2e. STATE	2f. ZIP CODE	3c. TELEPHONE		3d. FACSIMILE	
				AREA CODE	NUMBER	AREA CODE	NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT <i>(Check)</i> <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF <input type="checkbox"/> FPI <input type="checkbox"/> OTHER				5. <input type="checkbox"/> PRIME OFFEROR <input type="checkbox"/> SUBCONTRACTOR _____ <div style="text-align: right;">PRIME OFFEROR'S NAME</div>			
6. ESTIMATED COST, FEE AND PROFIT INFORMATION							
A. ESTIMATED COST							
B. FIXED FEE							
C. AWARD FEE							
D. PROFIT							
E. TOTAL PRICE							
7. PROVIDE THE FOLLOWING							
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY			
STREET ADDRESS				STREET ADDRESS			
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE
PHONE	AREA CODE	NUMBER		PHONE	AREA CODE	NUMBER	
FACSIMILE	AREA CODE	NUMBER		FACSIMILE	AREA CODE	NUMBER	
NAME OF CONTACT				NAME OF CONTACT			
PROPERTY SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined not acceptable <input type="checkbox"/> Never reviewed				APPROX DATE OF LAST AUDIT			
				PURPOSE OF AUDIT (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)			
PURCHASING SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable; <input type="checkbox"/> Reviewed by cognizant contract; administrative agency and determined not acceptable; <input type="checkbox"/> Never reviewed				ACCOUNTING SYSTEM <input type="checkbox"/> Audited and determined acceptable; <input type="checkbox"/> Audited and determined not acceptable; <input type="checkbox"/> Never audited			
				OFFEROR'S FISCAL YEAR			
8a. NAME OF OFFEROR <i>(Typed)</i>				9. NAME OF FIRM			
8b. TITLE OF OFFEROR <i>(Typed)</i>							
10. SIGNATURE						11. DATE OF SUBMISSION	



**Schedule P-2 - SUMMARY OF PROPOSED COSTS AND AWARD FEE: ON SITE**

Offeror Name: \_\_\_\_\_

<b>COST ELEMENT</b>	<b>RATE %</b>	<b>AMOUNT</b>
Direct Labor (from Schedule P-6)		\$
Fringe Benefits (if separate from overhead)	%	\$
Field Overhead	%	\$
Subcontracts:		
1.		\$
2.		\$
3.		\$
4.		\$
Total		\$
Subcontract Burden (if separate)	%	\$
Other Direct Costs (ODC):		
RFP-Stipulated Amount		\$300,000
Offeror-Estimated ODC		
ODC Burden (if separate)	%	\$
SUBTOTAL		
G & A	%	\$
Cost of Money (COM)		\$
Total Costs and COM		\$
Award Fee (from Schedule P-5)		\$
<b>TOTAL PROPOSED COST AND AWARD FEE</b>		<b>\$</b>

**Schedule P-3 - SUMMARY OF PROPOSED COSTS AND FIXED FEE: OFF SITE**

Offeror Name: \_\_\_\_\_

<b>COST ELEMENT</b>	<b>RATE %</b>	<b>AMOUNT</b>
Direct Labor (from Schedule P-6)		\$
Fringe Benefits (if separate from Overhead)	%	\$
Overhead	%	\$
Subcontracts: (One half of off-site subcontract amount)		
1.		\$
2.		\$
3.		\$
4.		\$
Subcontract Burden (if separate)	%	\$
Other Direct Costs (ODC):		
RFP-Stipulated Amount		\$ 75,000
Offeror-Estimated ODC		\$
ODC Burden (if separate)	%	\$
SUBTOTAL		
		\$
G&A	%	\$
Cost of Money (COM)		\$
Total Costs and COM		\$
Fixed Fee (from Schedule P-5)		\$
<b>TOTAL PROPOSED COST PLUS FIXED FEE</b>		
		\$

**Schedule P-4 - SUMMARY OF PROPOSED COSTS AND PROFIT: OFF SITE**

Offeror Name: \_\_\_\_\_

<b>COST ELEMENT</b>	<b>RATE %</b>	<b>AMOUNT</b>
Direct Labor (from Schedule P-6)		\$
Fringe Benefits (if separate from Overhead)	%	\$
Overhead	%	\$
Subcontracts: (One half of off-site subcontract amount)		
1.		\$
2.		\$
3.		\$
4.		\$
Subcontract Burden (if separate)	%	\$
Other Direct Costs (ODC):		
RFP-Stipulated Amount		\$ 75,000
Offeror-Estimated ODC		\$
ODC Burden (if separate)	%	\$
SUBTOTAL		
G&A	%	\$
Cost of Money (COM)		\$
Total Costs and COM		\$
Profit (from Schedule P-5)		\$
<b>TOTAL PROPOSED COST AND PROFIT</b>		<b>\$</b>

**Schedule P-5 - ESTABLISHMENT OF MAXIMUM FACTORS AND  
CALCULATION OF PROPOSED AMOUNTS FOR AWARD FEE, FIXED FEE, AND  
PROFIT**

Offeror Name: \_\_\_\_\_

**Award Fee**

	<b>Estimated Cost</b>	<b>Percentage (3)</b>	<b>Award Fee Dollars</b>
Subcontracts and Travel Cost (1)	\$	%	\$
All Other Costs from Schedule P-2 (2)	\$	%	\$
<b>TOTAL</b>	\$		
<b>TOTAL AWARD FEE DOLLARS (4)</b>			\$

**Fixed Fee**

	<b>Estimated Cost</b>	<b>Percentage (3)</b>	<b>Fixed Fee Dollars</b>
Subcontracts and Travel Cost (1)	\$	%	\$
All Other Costs from Schedule P-3 (2)	\$	%	\$
<b>TOTAL</b>	\$		
<b>TOTAL FIXED FEE DOLLARS (4)</b>			\$

**Profit**

	<b>Estimated Cost</b>	<b>Percentage (3)</b>	<b>Profit Dollars</b>
Subcontracts and Travel Cost (1)	\$	%	\$
All Other Costs from Schedule P-4 (2)	\$	%	\$
<b>TOTAL</b>	\$		
<b>TOTAL PROFIT DOLLARS (4)</b>			\$

(1) "Subcontracts and Travel Cost" should not include any Prime indirect burden.

(2) "All Other Costs" should include all remaining costs from Schedule P-2, P-3, or P-4 except cost of money, if proposed.

(3) "Percentage" is the fee or profit percentage the Offeror uses to develop fixed fee, award fee, and profit. The percentages will be incorporated into Paragraph H.13 of a resultant contract and will be used to calculate maximum award fee, fixed fee, or profit that an Offeror may propose at the task order level. Offerors may always bid less than the calculated maximum.

(4) Fixed fee, award fee, and profit on Schedules P-2, P-3, and P-4 should be calculated on the tables above.

**Schedule P-6**  
**SUMMARY OF PROPOSED LABOR COST FOR ON SITE AND OFF SITE**

Offeror Name: \_\_\_\_\_

**On-site**

<b>Category</b>	<b>Hours</b>	<b>Unburdened Rate</b>	<b>Labor Cost</b>
Professional Specialist		\$	\$
Professional Analyst		\$	\$
Senior Specialist		\$	\$
Senior Analyst		\$	\$
Senior Engineer		\$	\$
Middle Specialist		\$	\$
Middle Analyst		\$	\$
Middle Engineer		\$	\$
Junior Specialist		\$	\$
Junior Analyst		\$	\$
Junior Engineer		\$	\$
Administrative		\$	\$
Total Direct On-Site Labor		To Schedule P-2	\$

**Off-site**

<b>Category</b>	<b>Hours</b>	<b>Unburdened Rate</b>	<b>Labor Cost</b>
Professional Specialist		\$	\$
Professional Analyst		\$	\$
Senior Specialist		\$	\$
Senior Analyst		\$	\$
Senior Engineer		\$	\$
Middle Specialist		\$	\$
Middle Analyst		\$	\$
Middle Engineer		\$	\$
Junior Specialist		\$	\$
Junior Analyst		\$	\$
Junior Engineer		\$	\$
Administrative		\$	\$
Total Direct Off-Site Labor		\$	\$
Cost Plus Fixed Fee Labor	To Schedule P-3	50% of Off-Site Labor	\$
Firm Fixed Price Labor	To Schedule P-4	50% of Off-Site Labor	\$

**Schedule P-7 - LABOR COST REALISM INFORMATION**

Offeror Name: \_\_\_\_\_

**Labor Category: Professional Specialist**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule P-6

**Labor Category: Professional Analyst**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule P-6

**Labor Category: Senior Analyst**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule P-6

**Labor Category: Senior Specialist**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule P-6

**Labor Category: Senior Engineer**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule P-6

**If the labor rate for the person whose resume is submitted is more than 5% higher than the Schedule P-6 labor rate for that labor category, explain why the proposed rate for the labor category is still realistic.**

### Schedule P-8 - ALLOCATION OF LABOR HOURS

Offeror Name: \_\_\_\_\_

## On-site

[illegible]

## Off-site

[illegible]

**Schedule P-9 - INDIRECT RATES AND FACTORS**

Offeror Name: \_\_\_\_\_

<b>Cost Element</b>	<b>Proposed Rate/Factor</b>	<b>Allocation Base</b>
Labor Escalation		Not applicable
Fringe Benefits (if separate from Overhead)		
On site (Government Site) Overhead		
Off site (Contractor Site) Overhead		
Subcontract Burden (if separate)		
ODC Burden (if separate)		
Other (specify)		
G & A		
Cost of Money		

Offeror Fiscal Year Ends: \_\_\_\_\_



### Schedule P-10 - SUBCONTRACT INFORMATION

Offeror Name: \_\_\_\_\_

[illegible]

## SUBCONTRACTOR'S CHECKLIST FOR SCHEDULES

<b>COST AND BUSINESS PROPOSAL CHECKLIST</b>		
		<b>Proposal Page Number</b>
<b>Solicitation Documents</b>		
Schedule S-1: Proposal Cover Sheet		
Schedule S-2: Summary of Proposed Costs and Fixed Fee - On Site		
Schedule S-3: Summary of Proposed Costs and Fixed Fee - Off Site		
Schedule S-4: Summary of Proposed Labor Cost for On Site and Off Site		
Schedule S-5: Labor Cost Realism Information		
Schedule S-6: Indirect Rates and Factors		
Supporting documentation for labor rates including current salary information, escalation to performance period, road mapping to Offeror categories including compliance with education and experience requirements in Attachment J.2 - Labor Category Qualifications		
Administrative staff labor hours including types of labor activities and rationale for the hours included.		
Information describing accounting treatment of administrative and clerical labor		
Statement concerning uncompensated overtime and additional information if proposed.		
Professional Compensation Plan		
Estimate and rationale for Offeror-estimated Other Direct Costs		
All supporting documentation for indirect rates including Government-site overhead rate		
Information on accounting system and evidence of approval		

NOTE: Offerors may modify the Schedules (font size, portrait or landscape orientation, etc.) provided all of the requested information is included and furnished in similar format.

### Schedule S-1

PROPOSAL COVER SHEET				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER			
2a. NAME OF OFFEROR				3a. NAME OF OFFEROR'S POINT OF CONTACT			
2b. FIRST LINE ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT			
2c. STREET ADDRESS							
2d. CITY		2e. STATE	2f. ZIP CODE	3c. TELEPHONE		3d. FACSIMILE	
				AREA CODE	NUMBER	AREA CODE	NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT <i>(Check)</i> <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF <input type="checkbox"/> FPI <input type="checkbox"/> OTHER				5. <input type="checkbox"/> PRIME OFFEROR <input type="checkbox"/> SUBCONTRACTOR _____ <div style="text-align: right;">PRIME OFFEROR'S NAME</div>			
6. ESTIMATED COST, FEE AND PROFIT INFORMATION							
A. ESTIMATED COST							
B. FIXED FEE							
C. AWARD FEE							
D. PROFIT							
E. TOTAL PRICE							
7. PROVIDE THE FOLLOWING							
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY			
STREET ADDRESS				STREET ADDRESS			
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE
PHONE	AREA CODE	NUMBER		PHONE	AREA CODE	NUMBER	
FACSIMILE	AREA CODE	NUMBER		FACSIMILE	AREA CODE	NUMBER	
NAME OF CONTACT				NAME OF CONTACT			
PROPERTY SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined not acceptable <input type="checkbox"/> Never reviewed				APPROX DATE OF LAST AUDIT			
				PURPOSE OF AUDIT (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)			
PURCHASING SYSTEM <input type="checkbox"/> Reviewed by cognizant contract administrative agency and determined acceptable; <input type="checkbox"/> Reviewed by cognizant contract; administrative agency and determined not acceptable; <input type="checkbox"/> Never reviewed				ACCOUNTING SYSTEM <input type="checkbox"/> Audited and determined acceptable; <input type="checkbox"/> Audited and determined not acceptable; <input type="checkbox"/> Never audited			
				OFFEROR'S FISCAL YEAR			
8a. NAME OF OFFEROR <i>(Typed)</i>				9. NAME OF FIRM			
8b. TITLE OF OFFEROR <i>(Typed)</i>							
10. SIGNATURE						11. DATE OF SUBMISSION	

**Schedule S-2 - SUMMARY OF PROPOSED COSTS AND FIXED FEE: ON SITE**

Subcontractor Name: \_\_\_\_\_

COST ELEMENT	RATE %	AMOUNT
Direct Labor (from Schedule S-4)		\$
Fringe Benefits (if separate from overhead)	%	\$
Field Overhead	%	\$
Other Direct Costs (ODC):		
Offeror-Estimated ODC		
ODC Burden (if separate)	%	\$
SUBTOTAL		
G & A	%	\$
Cost of Money (COM)		\$
Total Costs and COM		\$
Fixed Fee		\$
TOTAL PROPOSED COST AND FIXED FEE		\$

**Schedule S-3 - SUMMARY OF PROPOSED COSTS AND FIXED FEE: OFF SITE**

Subcontractor Name: \_\_\_\_\_

<b>COST ELEMENT</b>	<b>RATE %</b>	<b>AMOUNT</b>
Direct Labor (from Schedule S-4)		\$
Fringe Benefits (if separate from Overhead)	%	\$
Overhead	%	\$
Other Direct Costs (ODC):		
Offeror-Estimated ODC		\$
ODC Burden (if separate)	%	\$
<b>SUBTOTAL</b>		\$
G&A	%	\$
Cost of Money (COM)		\$
Total Costs and COM		\$
Fixed Fee		\$
<b>TOTAL PROPOSED COST PLUS FIXED FEE</b>		\$

**Schedule S-4**  
**SUMMARY OF PROPOSED LABOR COST FOR ON SITE AND OFF SITE**

Subcontractor Name: \_\_\_\_\_

**On site**

Category	Hours	Unburdened Rate	Labor Cost
Professional Specialist		\$	\$
Professional Analyst		\$	\$
Senior Specialist		\$	\$
Senior Analyst		\$	\$
Senior Engineer		\$	\$
Middle Specialist		\$	\$
Middle Analyst		\$	\$
Middle Engineer		\$	\$
Junior Specialist		\$	\$
Junior Analyst		\$	\$
Junior Engineer		\$	\$
Administrative		\$	\$
Total Direct On-Site Labor		To Schedule S-2	\$

**Off site**

Category	Hours	Unburdened Rate	Labor Cost
Professional Specialist		\$	\$
Professional Analyst		\$	\$
Senior Specialist		\$	\$
Senior Analyst		\$	\$
Senior Engineer		\$	\$
Middle Specialist		\$	\$
Middle Analyst		\$	\$
Middle Engineer		\$	\$
Junior Specialist		\$	\$
Junior Analyst		\$	\$
Junior Engineer		\$	\$
Administrative		\$	\$
Total Direct Off-Site Labor		To Schedule S-3	\$

**Schedule S-5 - LABOR COST REALISM INFORMATION**

Subcontractor Name: \_\_\_\_\_

**Labor Category: Professional Specialist**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule S-4

**Labor Category: Professional Analyst**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule S-4

**Labor Category: Senior Analyst**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule S-4

**Labor Category: Senior Specialist**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule S-4

**Labor Category: Senior Engineer**

Resumed Person's Name	Actual Current Labor Rate from Payroll Records	Labor Rate from Schedule S-4

**If the labor rate for the person whose resume is submitted is more than 5% higher than the Schedule S-4 labor rate for that labor category, explain why the proposed rate for the labor category is still realistic.**

**Schedule S-6 - INDIRECT RATES AND FACTORS**

Subcontractor Name: \_\_\_\_\_

<b>Cost Element</b>	<b>Proposed Rate/Factor</b>	<b>Allocation Base</b>
Labor Escalation		Not applicable
Fringe Benefits (if separate from Overhead)		
On site (Government Site) Overhead		
Off site (Contractor Site) Overhead		
Subcontract Burden (if separate)		
ODC Burden (if separate)		
Other (specify)		
G & A		
Cost of Money		

Offeror or Subcontractor Fiscal Year Ends: \_\_\_\_\_



**Attachment 1**  
**Solicitation No. DTRT57-08-R-20023**  
**Questions and Answers**

Q1. Some administrative functions currently being performed under the TRACX contract are directly charged to the contract and support the Volpe Center. Are these the functions covered by C.3 A.5 (p.10) Functional Area 5, Financial and Administrative Program Support, or do these functions constitute different hours that need to be estimated as On-Site/Off-Site Contract-Level administration functions described under C.4 Contract Management and Administration (p.13)?

**A1. Administrative functions currently being performed under the TRACX contract would be considered part of C.4, Contract Management and Administration. Work performed under Functional Area 5, Financial and Administrative Program Support (subparagraph C.3.A.5), would be performed in support of a Volpe Center sponsor by an analyst and/or specialist as defined in Attachment J.2, Labor Category Qualifications.**

**For task orders where services will be provided in a manner and scope similar to the existing TRACX contract, the scope of work will require an important requirement for Contract Management and Administration services. Detailed requirements will be specifically addressed in any task order where applicable. Labor categories and hours to provide such services are not required to be proposed at the contract level. Only those labor categories and hours provided in subparagraph L.4.A are required for evaluation purposes at the contract level.**

Q2. Under which labor category – analyst or specialist – does web design and development fall? Language in Attachment J.2, Labor Category Qualifications (p.96) states that specialists may perform web design. Web development is also a function under Communications in Section C.3.B.3 (p.12). Is it anticipated that the analyst labor category would perform the communications function of web design and development as shown in section C.3.B.3?

**A2. The Specialist labor category has been revised in Attachment J.2, Labor Category Qualifications to incorporate web design and development under the category function. Please refer to the revised Attachment J.2, Labor Category Qualifications, which is included as part of Amendment No. A0002.**

Q3. There are no Labor categories provided that would support the functions described under Section C.4 of the Statement of Work. (p.13). There are also no categories provided in Schedule 8 (p.79) for those functions. Does the Volpe Center expect the Offeror to modify Schedule 8 and Attachment J.2 Labor Category Qualifications (pp. 95-97) to show the qualifications of the individuals within the category to support these functions?

**A3. For task orders where services will be provided in a manner and scope similar to the existing TRACX contract, the scope of work will require an important requirement for Contract Management and Administration services. Detailed requirements will be specifically addressed in any task order where applicable. Labor categories and hours to provide such services in support of C.4 Contract Management and Administration are not required to be proposed at the contract level. Only those labor categories and hours provided in subparagraph L.4.A are required for evaluation purposes at the contract level.**

Q4. Are the Program Manager and Administrative Staff at the contract level expected to be on-site staff, or can these positions operate from an off-site location?

**A4. The Program Manager and Administrative Staff at the contract level may operate from an off-site location.**

Q5. Can the Program Manager and Administrative Staff positions at the contract level also be assigned Task Order Performance responsibilities?

**A5. Yes, the Program Manager and Administrative Staff positions at the contract level may also fulfill task order responsibilities.**

Q6. Must “key” staff be a Prime contractor’s employee, or can the employee of a subcontractor be considered as a “key” staff member?

**A6. With the exception of the Program Manager who must be an employee of the Prime contractor, a subcontractor employee may be considered to fulfill a Key Personnel position.**

Q7. In the Technical Understanding portion of the Volume III Oral Presentation (p.89), the Program Manager is to introduce him/herself and other members of the Offeror’s team. When stating the team members’ company affiliation, should that refer to the team members’ current employer, to a prospective employer affiliation, or both?

**A7. When introducing him/herself and other members of the Offeror’s team, please state both current employer and prospective employer affiliation.**

Q8. On page 85, number of required resumes to be submitted is 14. Are letters of intent required for these labor categories, in addition to those for 3 Key Personnel?

**A8. Letters of Intent are only required for the three Key Personnel labor categories, as detailed in Amendment No. A0001 issued on May 9, 2008.**

Q9. Will on-site parking be available for the “on-site” staff?

**A9. Specific parking details will be addressed at the task order level, where applicable.**

Q10. What is the clearance requirement for the 8(a) company and its employees? It is not mentioned in DD254.

**A10. There is no minimum security clearance requirement at the contract level. However, all contractor employees are required to have background investigations in accordance with DOT Order 1630.2B. Portions of the work under Section C may require contract personnel with security clearances at Confidential or Secret levels, and in some cases, Top Secret. In those instances, security clearance requirements will be identified at the task order or job order level. The Contractor shall be responsible for obtaining appropriate security clearance from the Defense Investigative Service and for ensuring compliance by its employees and subcontractors.**

Q11. In the Oral Presentation Schedule of Volume III Oral Presentation chart (p.89), references are made to “A” above and “B” above. Please confirm that “A” refers to Technical Understanding and “B” refers to Management Approach.

**A11. Yes, “A” refers to Technical Understanding and “B” refers to Management Approach**

Q12. On page 89 of the RFP, the table at the top of the page refers to “Topic ‘A’ above” and “Topic ‘B’ above”; by this do you mean the Presentation on Technical Understanding and the Presentation of Management Approach, respectively?

**A12. Yes, “A” refers to Technical Understanding and “B” refers to Management Approach**

Q13. There is a discrepancy between hours specified in the Labor Categories chart in section L.4.A (p.65) and those allocated in Schedule 8. The Labor Categories chart states 55,400 hours for on-site and 55,400 for off-site, totaling 110,800 hours. In the next paragraph (p.66) and in the Schedule 8 Allocation of Labor Hours chart (p.79), the stated hours are 97,650 for on-site and 97,650 for off-site, totaling 195,300. Please clarify the differences in the labor hours between those shown in Section L.4.A and those presented on Schedule 8 – Allocation of Labor Hours.

**A13. Please refer to Schedule P-8, which is included as part of Amendment No. A0002.**

Q14. On page 66 of the RFP, the last sentence of first paragraph reads, “The 195,300 hours represent something less than the total estimated annual requirement.” Should the figure be 110,800? Please clarify.

**A14. The sentence “The 195,300 hours represent something less than the total estimated annual requirement” on page 66 has been changed as part of Amendment No. A0002. The sentence should now read, “The 110,800 hours represent something less than the total estimated annual requirement.”**

Q15. Table on page 65 states that the offeror estimate for 110,800 hrs be provided. 1<sup>st</sup> paragraph on pg 66 references 195,300 hours as something less than the total estimated annual req. Please clarify which number is to be used for estimation (110,800 hrs or 195,300 hrs)?

**A15. The sentence “The 195,300 hours represent something less than the total estimated annual requirement” on page 66 has been changed as part of Amendment No. A0002. The sentence should now read, “The 110,800 hours represent something less than the total estimated annual requirement.”**

Q16. On the Schedule 8 Allocation of Labor Hours chart (p.79), should the distribution of Prime staff and Subcontractors be identical?

**A16. The Offeror should use its discretion when allocating hours between the Prime and its subcontractors. There is no requirement for the distribution of labor hours to be identical. Please refer to Schedule P-8 which is included as part of Amendment No. A0002.**

Q17. Which schedule should be referenced to identify the recommended labor categories for the proposed staffing, hours and labor estimates for administrative staff? Administrative staff is not referenced in Schedule 8 – Allocation of Labor Hours (p. 79), but is referenced on Schedule 6 – Summary of Proposed Labor Costs (p.77). Should the Offeror be estimating as in the L.4.A Labor Categories chart (p.65?)

**A17. Administrative labor categories and hours estimated by the Offeror or subcontractor may be included in Prime Schedule P-6 and Subcontractor Schedule S-4 with additional lines added if there are multiple labor categories used for administrative support.**

Q18. Schedule 7 – Labor Cost Realism Information (p.78) requires an explanation if the labor rate for a person whose resume is submitted in the proposal is more than 5% of the labor rate submitted for the same person in Schedule 6 – Summary of Proposed Labor Costs (p.77). Does that 5% target include the 3.4% recommended escalation cap referenced on p.77 or is the 3.4% in addition to the 5%?

As an example, if the labor rate for on-site Staff Analyst X is \$50 in the base contract year of 2008, using the recommended 3.4% escalation cap would make Staff Analyst X's projected 2009 labor rate \$51.70. Is the 5% limit mentioned in Schedule 7 based upon \$51.70 or \$50.00?

**A18. The proposed labor category rate on Prime Schedule P-6 and Subcontractor Schedule S-4 should be compared to the resumed person's rate after escalation to the performance period is applied.**

Q19. What kind of documentation if any should we provide regarding DCAA audited accounting system?

**A19. The documentation should provide proof (i.e., DCAA audit report) that the Offerors' accounting system has been reviewed by DCAA and found acceptable for accumulating costs under Government cost-type contracts.**

Q20. Will task orders encompass all job order processing requirements of current TRACX contract such as those in form-z, form-a, and weekly UAS input requirements?

**A20. Specific requirements regarding job orders will be provided within the task order where services in a manner and scope similar to the existing TRACX contract are requested; it is anticipated that utilization of the Government's User Accountability System (UAS) and other forms as Form As and Zs will be required for such services.**

Q21. Will task orders encompass all reporting requirements of the current TRACX contract such as quarterly status reports, RYG reports, and cost recovery reports? If so, will monthly contract Task Order Status reports be a requirement?

**A21. Task order deliverable requirements, including those for services to be provided in a manner and scope similar to the existing TRACX contract, will be fully detailed at the task order level.**

Q22. We are assuming that a total of 5 past performances are required from the offeror. This includes the past performances from the 8(a) prime and the major subcontractors combined. Please confirm.

**A22. This is correct. The Offeror shall submit its past performance information for both the Offeror and major (over 20 percent of the hours in the Cost and Business Proposal) proposed subcontractors.**

Q23. Am I precluded from bidding if I do not have an accounting system approved by the Defense Contract Audit Agency?

**A.23. No, but you should take preparatory steps now. Research the requirements and characteristics of an approved accounting system. Find out which software packages companies use that have been approved by the Defense Contract Audit Agency (DCAA). An Offeror or cost-type subcontractor should explain what steps it has taken to ensure that if DCAA reviews its accounting system, approval is likely. An Offeror is ineligible for a cost-type task order without an approved accounting system. Subcontract consent for a cost-type subcontract will not be given without an approved accounting system.**